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CDRMTMC ALEXANDRIA VA//MTPP-HO//

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SUBJECT: INFORMATION ADVISORY - PREPARATION FOR THE 2001 SUMMER  
SHIPPING SEASON

1. PLEASE REVIEW THE FOLLOWING SUGGESTIONS AND GENERAL ITEMS OF  
INTEREST AS YOU PREPARE FOR THE 2001 SUMMER SHIPPING SEASON. PASS  
THIS MESSAGE TO ALL COUNSELORS, BOOKING AND SHIPPING CLERKS AND  
OTHER MEMBERS OF THE TRANSPORTATION OFFICE INVOLVED IN THE MOVEMENT  
OF PERSONAL PROPERTY, AND ADVISE THEM THAT SUMMER RATES ARE IN THE  
TOPS SYSTEM.

A. USE OF HIGH COST CARRIERS: ITO'S WHO HAVE EXPERIENCED A  
SHORTAGE OF CAPACITY DURING THE PEAK SUMMER MONTHS HAVE THE OPTION  
TO USE ALL CARRIERS ON THEIR TDR, INCLUDING THOSE WITH HIGH RATES  
AT THE BEGINNING OF THE RATE CYCLE BEFORE THEY ARE SATURATED WITH  
COMMERCIAL, COD, AND NATIONAL ACCOUNTS. AS THE PEAK SEASON SLOWS  
DOWN, PPSO'S SHOULD ENSURE THE EQUITABLE DISTRIBUTION OF TRAFFIC

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IN ACCORDANCE WITH ESTABLISHED GUIDELINES.

B. PERSONNEL SHORTAGES: ITO'S EXPERIENCING A SHORTAGE OF PERSONNEL SHOULD BEGIN SEARCHING RIGHT NOW FOR ADDITIONAL RESOURCES. CONTACT YOUR MILITARY AND CIVILIAN PERSONNEL OFFICE TO DISCUSS THE RECRUITMENT OF TEMPORARY SUMMER HIRES, AND THE USE OF RESERVE TROOPS.

C. PROJECTIONS: HAVE YOUR PERSONNEL OFFICES PROVIDE YOU WITH A FORECAST ON THE NUMBER OF MEMBERS THAT WILL MOVE THIS SUMMER. LET THEM KNOW HOW IMPORTANT IT IS TO ISSUE ORDERS AS SOON AS POSSIBLE. DETERMINE IF YOU WILL HAVE ANY HOMEPORT, UNIT OR VOLUME MOVES. REQUESTS FOR VOLUME MOVES SHOULD BE SUBMITTED TO HQ MTMC(MTPP-HR) AS LEAST 30 DAYS IN ADVANCE OF THE FIRST SCHEDULED PICK-UP.

D. MEETINGS: MEET WITH YOUR AGENTS/CARRIERS IN APRIL TO DISCUSS YOUR REQUIREMENTS FOR THE UPCOMING SUMMER. PROVIDE THEM WITH AN ESTIMATE ON THE NUMBER OF MEMBERS THAT WILL MOVE THIS SUMMER. LET THEM KNOW THAT YOU INTEND TO USE MORE CODE 2 SERVICE. FOCUS ON PAST PROBLEMS AND HOW TO RESOLVE THEM. DISCUSS PROCEDURES ON BOOKINGS, REFUSALS, CLEARING OF SHIPMENTS TO RESIDENCE AND INTO NON-TEMP STORAGE. DETERMINE EACH AGENTS DAILY CAPABILITY BY CODE OF SERVICE SO TURN-BACKS ARE HELD TO AN ABSOLUTE MINIMUM. CONTINUE MEETING WITH YOUR AGENTS/CARRIERS THROUGHOUT THE SUMMER SO THERE ARE NO SURPRISES.

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E. ADVERTISE: WORK WITH YOUR LOCAL PUBLIC AFFAIRS OFFICE THROUGH ARTICLES IN BASE NEWSPAPERS, BULLETIN BOARDS AND NEWS LETTERS, ADVISING MEMBERS TO CONTACT THE ITO AS SOON AS ORDERS ARE RECEIVED. USE THIS MEDIUM THROUGHOUT THE SUMMER TO KEEP YOUR MEMBERS ADVISED ON POTENTIAL PROBLEMS.

F. PAMPHLETS: AVAILABLE PAMPHLETS SHOULD BE PROVIDED TO THE MEMBER IN ADVANCE OF THE INITIAL COUNSELING SESSION, POSSIBLY BY THE PERSONNEL OFFICE ISSUING PCS ORDERS. "SHIPPING YOUR POV" CAN BE DOWNLOADED FROM THE MTMC WEB PAGE.

G. COUNSELING SESSIONS: CONSIDER COUNSELING MEMBERS USING GROUP SESSIONS GEARING EACH SESSION TOWARDS SPECIFIC AUDIENCES, SUCH AS OVERSEAS, CONUS, SEPARATIONS, RETIREMENTS, AND DITY MOVES. BOTH HUSBAND AND WIFE SHOULD BE ENCOURAGED TO ATTEND THE COUNSELING SESSION TOGETHER.

H. PERSONAL PROPERTY CONSIGNMENT GUIDE "ONLINE": MEMBERS SHOULD BE MADE AWARE OF HOST COUNTRY REQUIREMENTS WHEN ASSIGNED OVERSEAS. SPECIAL EMPHASIS SHOULD BE PLACED ON THE SHIPMENTS OF PRIVATELY OWNED FIREARMS (POF), THE SHIPMENT OF MOTORCYCLES WITH HHGS, AND THE MANY OTHER UNIQUE REQUIREMENTS. SEVERAL IMPORTANT ISSUES ARE NOTED BELOW:

(1). POF CANNOT BE SHIPPED TO AUSTRALIA, ITALY, JAPAN,

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OKINAWA, SICILY AND GERMANY.

(2). HANDGUNS (PISTOLS AND REVOLVERS) CANNOT BE SHIPPED TO THE UNITED STATES.

(3). MOTORCYCLES/MOPEDS SHIPPED WITH HHGS TO ITALY MUST BE PACKED IN A SEPARATE CONTAINER AND THE MAKE, MODEL AND CHASSIS NUMBER INDICATED ON THE INVENTORY AND IN BLOCK 27 OF THE PPGBL OR TCMD.

(4). MAKE CERTAIN THE MEMBER'S NEW DUTY STATION OR THE DESTINATION CITY NAME IS PLACED IN BLOCK 18 OF THE PPGBL WHEN SHIPPING PERSONAL PROPERTY TO GERMANY. UNDER NO CIRCUMSTANCE WILL "GERMANY" BE PLACED IN BLOCK 18.

I. PICK-UP DATES: MEMBERS SHOULD NOT SCHEDULE PICK-UPS FOR THE DAY THEY CLOSE ON A HOUSE OR ON THE DAY THEY MUST VACATE AN APARTMENT. SCHEDULING PICK-UPS FOR THESE DATES LEAVE NO ROOM TO ADJUST TO UNFORESEEN PROBLEMS, SUCH AS A SHORTAGE OF AGENT EQUIPMENT, WHICH DOES OCCUR DURING THE SUMMER MONTHS. A WINDOW OF TIME MAY BE ESTABLISHED TO ALLOW FOR LAST MINUTE CHANGES. SOME SHIPPING OFFICES WORK WITH THE MEMBER AND AGENT TO SCHEDULE THE PACK-OUT ON ONE DAY AND PICK-UP FOR ANOTHER. THIS OPTION SHOULD ONLY BE USED WHEN AGREED TO IN ADVANCE BY THE MEMBER. SHIPPING OFFICES SHOULD NEVER

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ACCEPT MORE APPLICATIONS FOR A SPECIFIC DATE THAN LOCAL AGENTS CAN HANDLE.

J. ESTABLISH REALISTIC TRANSIT TIMES: THE TRANSIT TIMES PROVIDED THROUGH TOPS ARE THE MINIMUM (LEAST) NUMBER OF DAYS THAT YOU CAN ASSIGN A SHIPMENT AND SHOULD NEVER BE THE SOLE SOURCE FOR DETERMINING THE REQUIRED DELIVERY DATE (RDD). COUNSELORS SHOULD ASSIGN LONGER TRANSIT TIMES IF THE MEMBER IS GOING ON LEAVE OR WILL BE ON TDY ENROUTE. IN SOME CASES, A LONGER TRANSIT TIME WILL ALLOW FOR MORE DIRECT DELIVERIES TO RESIDENCE AND REDUCE THE NUMBER OF SHIPMENTS THAT ARE PLACED IN SIT.

K. POINT OF CONTACT: NOTE THE REQUIREMENT FOR INTRANSIT TELEPHONE NUMBER AND ADDRESS IN BLOCK 8. MAKE CERTAIN THE MEMBER PLACES POC AND TELEPHONE NUMBER AT THE NEW DUTY STATION IN BLOCK 10B OF THE DD1299. A MAJOR REASON SHIPMENTS ACCRUE SIT IS THE ABSENCE OF A VALID POC THAT CAN ARRANGE DELIVERY AT DESTINATION.

L. NON-TEMP STORAGE SHIPMENTS: MEMBERS SHOULD BE ADVISED TO LEAVE THEIR NTS SHIPMENTS IN STORAGE UNTIL THEY ARRIVE AT THE NEW DUTY STATION AND ACQUIRE A PERMANENT RESIDENCE. THIS WILL HELP REDUCE THE NUMBER OF SHIPMENTS MOVING FROM NTS TO SIT WHICH IS VERY EXPENSIVE AND IN LIMITED SUPPLY DURING THE SUMMER MONTHS. MEMBERS

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RETIRED AND SEPARATED MUST PROVIDE A VALID POINT OF CONTACT TO INCLUDE COMPLETE ADDRESS AND TELEPHONE NUMBER. SHIPPING OFFICES SHOULD CONTACT THEIR SERVICING RSMO IF THEY ENCOUNTER DIFFICULTY BOOKING NTS.

M. DESTINATION SIT: SEVERAL ITO'S USE THE PROCEDURES NOTED BELOW TO LOCATE MEMBERS PRIOR TO PLACING SHIPMENTS IN SIT. WE BELIEVE THEY MERIT CONSIDERATION BY ALL TRANSPORTATION OFFICES:

(1). USE INTRODUCTORY ROSTERS TO LOCATE MEMBERS THROUGH THEIR SPONSOR OR UNIT.

(2). CONTACT PERSONNEL, HOUSING OR BILLETING OFFICES TO DETERMINE IF THE MEMBER HAS REPORTED FOR DUTY.

(3). PROVIDE AN ITO REPRESENTATIVE OR HANDOUT AT ALL IN-PROCESSING BRIEFINGS TO OBTAIN CONTACT INFORMATION FROM ALL NEWLY ASSIGNED PERSONNEL.

(4). ATTEMPT TO CONTACT THE MEMBER AT THE ADDRESS AND TELEPHONE NUMBER INDICATED ON THE DD1299.

(5). PUBLISH ARTICLES IN BASE BULLETINS AND NEWSPAPERS REMINDING NEWLY ASSIGNED PERSONNEL TO CONTACT THE ITO IMMEDIATELY UPON ARRIVAL AT THE NEW DUTY STATION.

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